

PEARL BEACH PROGRESS ASSOCIATION INC

EXECUTIVE MEETING MINUTES

15th February 2024 5.15pm

Attendees – Karina Stafford, Gary Phillips, Peter Richardson, Nigel Tisdale, Amanda Winley, Victoria Crawford, Catherine Lancaster, Paul Barclaire, Lynne Lillico **Apologies -** Malcolm Davison

	1		Action
Meeting record	ded, solely for the purpose of creating accurate minutes.		
	ment of Country Iged the traditional owners.		
	evious Executive Meeting 18 th January 2024 committee minutes were accepted as a true and accurate	e record	
Proposed: An	nanda Winley Seconded: Paul Barclaire		
Matters Arisin None	ng		
or sent since th	correspondence (as listed in the table below) has been re ne last Executive meeting.		
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Business Item	Action
Moved: Peter Richardson Seconded: Catherine Lancaster	
Membership Applications The following membership application was presented to the meeting and accepted by all. 1. Meredith Ramsey – Pearl Beach Drive Moved: Karina Stafford Seconded: Nigel Tisdale	
Financial Reports Treasurer Amanda Winley: Financial reports for the month of January 24 had previously been emailed for consideration by the committee. These included; 1. Balance sheet report / P&L / Cash flow Jan 24: Actual this year, last year and year to date. 2. Events (Job P&L) year to date Jan 24	
 AW comments: Cash at bank: \$\$200,978.70; Donations \$1,625 (from Jennifer Gavshan & Karen Kosman and John Head) towards defibs – Arboretum have also ordered their new defib); CCC grant \$3,910 (rate relief) Misc income \$243.90 – some photocopier recharges (including \$80 to Peggy and then also the Arboretum); Community BBQ \$3,393 gross; Kids disco \$2,612 gross; Bingo \$555 net – to be discussed later Expenses: \$625 - new set of photocopier cartridges; other minor items; electricity is negative \$63.46 due to a rebate; Australia Day expenses \$468.92 – to be discussed later; some bank charges Net profit for the month of January 2024 is \$8,578.34 bring the year to date total to \$34,714.78 	
Donations for specific items such as defibs are "ring fenced" and tagged in the accounts under the code DEFIB.	
Photocopier costs were for a complete set of new colours (this is the 3 rd set since having photocopier – the 2 nd set has just been put into the machine, so the 3 rd set is a ready spare). Look into using access codes for the photocopier to better identify where the usage is occurring.	NT
Net cash in the bank has increased by \$5,873.32	
Pete Richardson: Good results for the month and showing a good overall financial position year to date.	



Business Item	Action
Accounts for the month were approved and adopted. Moved Paul Barclaire Seconded Peter Richardson	
 Other Financial Matters Amanda Winley: Cash handling policies. An expense claim for \$75 cash advance for the Bingo has been submitted by Malcolm McDonald. There is no supporting documentation and AW is unable to determine how the "numbers" for the Bingo series of events add up. The Association has had poor compliance to cash handling procedures in the past and AW is conscious that the Association gets audited and wants to ensure that the proper cash handling procedures (which is documented in the Constitution) are followed as we are responsible to the members. Victoria agreed to discuss with Malcolm McDonald with the aid of a spreadsheet he has produced. Australia Day costs of \$468.31(CCC \$199, ribbons & pins etc. \$269.31) plus a new tarpaulin not returned. The Australia Day BBQ is run by 	VC
Peggy with proceeds going to the Mingaletta Association however the PBPA has incurred all the costs of the event. Decision: Full costings to be completed before next year's Australia Day events and agreement by the executive committee to bear those costs if the event is to go ahead. The BBQ is clearly run for the benefit of Mingaletta. Investment: Victoria Crawford – bearing in mind that the Association has agreed to keep a 2 year (apprx \$100k) buffer for operating expenses in the "bank" we should be looking at ways this buffer can earn some income. Arboretum has an account earning 4.5% (from St. George) Decision: Treasurer & President to investigate fixed term options for 6 and/or 12 months. Whilst Bendigo may offer slightly lower rates the	AW & KS
fact that the Association is applying for a Bendigo Bank grant should be taken into consideration. Selling Books on Ebay: Gary Phillips stated that Alison Phillips is currently selling 60-70 books on eBay on behalf of the PBPA. The eBay account name being used cannot easily be identified as belonging to the Phillips or the PBPA. Gary questioned how these sales should be accounted for as they currently are simply added to the Book Fair proceeds. Amanda: eBay account should be PBPA account and not the Phillips. Gary: The existing account has advantages in that it has some track record and credibility. Nigel: If existing account used then as a suggestion the sales description could contain wording such as "sold on behalf of the PBPA". Gary/Alison & Amanda to work together to come up with acceptable working practices.	GP/AW



Business Item	Action
Draft Budget	71000011
 Events & Fundraising: Some information has been provided by Gerarda Luck, more information is to be supplied. Budgeted income (from 2023) for the year is \$106,000. Actual to date is \$111,000 – Awesome effort. Of the \$111k only \$4k relates to grants Budgeted expenses are \$93,431; Actual expenses to date are \$76,800. Does not include capital works. Budgeted profit year to date is \$13,000; Actual profit is \$34,713 Re-forecasting is an option but deemed to be of little value at this time. Most of the operating costs have been provided by Victoria. Karina: There are not many events during the remaining period of Feb – June. The first 2 quarters in the FY are where most of the events happen. Nigel Tisdale: Hall Hire revenue appears low. Victoria: Bookings are light. Last year we had complete weekend bookings which we have not 	
 had this year (plus planned time out for refurbishment) Hall maintenance costs to be checked. Victoria thought that \$6k had been included for fencing. 	VC
Gary Phillips : Should we be including some IT costs for the reworked Website? Arboretum are using WIX which as a not for profit pay \$13 per month	NT
Subcommittee Reports	
Hall Management – Victoria Crawford Hall Refurbishment.	
 Victoria: Whilst at the last Executive Meeting it had been agreed to put the Stage 1 proposal to the members at the general meeting (3rd Feb), the executive has received a letter questioning whether the vote taken at that meeting was in order since the item did not explicitly appear on the agenda. As agreed at an earlier Hall subcommittee meeting today (15th Feb) it is proposed that a notice be sent out to members to hold a general meeting on the 2nd March when the motion could be tabled before the members for them to vote on. Victoria will prepare a "one-pager that says what it is all about" so that stage 1 work can continue. Karina: Asked Victoria to share with the meeting the report written by Bruce Swalwell. Bruce Swalwell & Peter Romey had provided Chris Arkins Principal of Leading Engineering Firm, Steensen Varming Engineering Australia with details of the Hall. The report was written based on the advice given by Chris Arkins as to the suitability of the materials and works proposed under stage 1 of the hall ceiling upgrade. Victoria, Gary and Karina had hard copies of the report from the Hall Subcommittee meeting immediately proceeding the Executive Committee meeting, but no extra copies were available for remaining Executive members. 	



Business Item	Action
 Karina: Stressed that with any subcommittee or executive committee, if a decision is reached by a majority then all members including those in the minority should support that decision at General meetings Peter Richardson: Whilst understanding that subcommittees should be empowered to conduct the detailed project analysis and bring summary proposals/reports to the Executive, in this particular case, where there seems to have recent discontent, perhaps the Executive should have had a bit more detail. Victoria: This matter has been presented and discussed at a number of General & Executive meetings and it is a 	Action
 shame that this additional information wasn't requested at the Exec Meetings of the 15th June and 19th October. However, Victoria agreed that the current reporting form could be improved and even use attachments to provide greater detail. Victoria will provide the "one-pager" explaining what is to be done and why it is being done in that way. Nigel asked if the document would answer the previous questions raised at General meetings such as – where does air conditioning fit into the upgrade? - Victoria confirmed the document would address this. This document along with the "words" to be used on the agenda would be provided to Nigel by Wednesday 21st 	VC
 Feb as Victoria leaves for her holidays on that day, and consequently she would not actually be at the General meeting 2nd March. Gary Phillips commented that if the document sets out what is to be done and why it is being done like that, and he is supportive of the document then he would be happy to present it at the General meeting. Victoria and Gary to discuss later. 	VC/GP VC
 Victoria stated she was happy to talk to Tony Higgins who had written the letter questioning the validity of the vote on 3rd Feb. even though she had previously received legal advice that the vote would be valid as the matter of stage 1 Hall upgrade had been presented and discussed at several previous General meetings. Nigel: Received agreement from the meeting that the motion only needed to be presented at a General meeting which required 7 days notice 	
 Karina: General meeting to be called for 5pm Saturday 2nd March. Victoria had spoken to Chris Masters who is happy to start his talk at apprx 5:15pm Peter: What does this all mean in terms of doing the work? Victoria: We have a competitive quote from M & M Constructions (builders) \$40,000, electrician Mathew Lewis \$5,000 (may flex a bit), and with a contingency the figure is \$55,000. Insulation is rated 5 (comments around the meeting that this was a good rating as other builders had quoted to only use insulation with rating of 2.5). Work involves V-line board, single panel and not sheets which would show the joints, includes painting and scaffolding. Peter commented that in his experience this was a very good quote; Victoria commented some of the 	



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Business Item	Action
 Nigel: How are we addressing the choice of paint colour. Long discussion then ensued on the emotiveness of colour choice: light colour would show all the black lights and wiring, dark colour would not provide reflective light. It was discussed whether the colour choice should be voted on at the same time as the main motion or separately. Decision: Choice of colour would not be included in the main motion. Following the motion if passed, a question would be put to the members for a show of hands whether their preference was dark or light. 	
Conclusion / Decision: Karina: "Okay, so if everyone's comfortable with that, we have a decision and there's no other issues, concerns or questions?"	
No further issues, concerns, questions were raised.	
 Environment At the top of this month's report, confirmation from the Executive committee was sought for Cathy Lancaster joined the subcommittee - confirmed "No Dogs" sign in the visitor's guide / map – agreed at last meeting Amanda asked if we could be more positive concerning the dog signs and perhaps show where dogs are allowed. All agreed that it was easier to have symbols showing where dogs are not allowed. Nigel: Suspect that once progress is made with the council, the content of the map will probably require a separate working party to encompass everyone's views. 	
Working Party Reports	
CCC Liaison – Peter Richardson	
Report had been circulated by email • Peter reported that at the last working party meeting, the group had agreed to assume some of the disbanded Safety Advisory Group responsibilities. • Pool Cleaning, • Pool repairs and safety considerations • Existing beach items – such as yellow tubes, signage, defibs & testing of emergency beacon	



Business Item	Action
Currently liaising with Craig Healy on the council	Action
However the working group were not prepared, as they felt they were	
not qualified, to cover the general banner of safety : meaning the risk	
assessment and the raising of safety issues across the village.	
Karina requested Nigel and Peter to come up with a revised Terms of	
Reference for "new" Safety Advisory Group which the executive	
committee could then implement and look to recruit new subcommittee	
members	
 Victoria : Please ensure that this new TOR includes the ongoing 	
management and maintenance of the hall in regards to the	
"Neighbourhood Safety Place" facilities – such as	
 Sprinklers 	
o Water tanks	
○ Spearpoint	
o Generator	
o Batteries	
Victoria stated that the hall committee have neither the expertise to	
cover these areas or the ability to find people who can. Victoria has	
been unable to find a plumber to service the sprinkler system.	
Karina: Once the new Safety group is convened they will need to liaise	
with an individual on the Hall committee.	
Other Business Calling a General Meeting on the 2 nd March to table the Hall upgrade	
motion	
Karina: Already agreed earlier in this meeting to call this General	
meeting	
Code of Code - Victoria	
Should attempt to finalise and sign off for next Exec meeting and	
approved at the April General Meeting	
Has had minimal feedback. Feedback given – no need to include the	
section on turning off mobile phones. Still need to appoint a code of	
conduct 'referee / counsel'.	
There has already been an incident in hall between 2 individuals – each	
of whom had witnesses and their stories were different. Recognise the	VC
role of the referee/counsel could be tricky. Victoria to create a job	
1	
description for this role	
Deadline for further feedback: 28 th February 2024	
Style Guide - Victoria	
No further update from the sheet already circulated. Feedback sought	All
Victoria will discuss with Nigel updating the map as to where signs can	
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Business Item	Action
 be located (including the northern end of the village) Victoria has spoken to the president of the NSW RFS who has confirmed that signs may be attached to the RFS fire signs so long as the fire sign is not obscured in any way Karina; We need to add to the style guide what size posters / banners can go where Style guide is a living document – adopted in its current version but will evolve over time as updates are done 	
 Patonga Joint Meeting - Karina Patonga would like to host us for a joint meeting Please send to Karina any topics for discussion relevant to both villages joint events, environmental, power sharing etc. (Pearl Beach & Patonga) Patonga hold a lot of their meetings via zoom. Karina has suggested a Thursday if possible Gary: Thought there was a meeting scheduled for 13th / 14th Feb re Patonga Power. Karina confirmed Patonga still working with Enosi to set date. 	All
 Membership Fees – Karina Consideration of family or couple fees with the goal of getting more people involved as members, even if overall membership fee income declines as a result. In principle a fee structure of \$25 single \$35 couple from the 1st July 2024 was suggested – bearing in mind how that would be implemented. This would be possible on MYOB. In principle all were in agreement of the suggested fee structure. Implementation methodology to be considered. 	AW/NT /GP
 Peter explained to Cathy that he had put a proposal to the council in terms of what the layout of the map is. This has been reviewed by all the relevant departments and the council have responded that they have no issues with the map as is. What we now have to agree on is the fabrication of it and where is actually fits. The map content has already been reviewed by the council and whilst some changes to the content will be ok, but anything that changes the map drastically will require it to be reviewed again by the council. Council staff to revisit site to consider fabrication and location. Cathy was concerned that at the last general meeting people were upset by the vandalism of Pearl Beach treasures – such as at the waterfall. This has been noted and will be considered when finalising the content of the map and sign off at an Executive committee meeting. 	



Business Item	Action
Next Executive Committee Meeting	
• 21 st March – 5:15pm	
Members Survey - Karina	
Last one was pre-covid. Karina to review questions from last survey and	KS
have a first pass at questions for a new survey. These to be circulated to the committee for consideration / amendment. Timescales flexible but	NO NO
ideally to get the survey out mid-year. Peter suggested passing the	
questions by John Utting (Garnet Road) who is a researcher and familiar	PR
with surveys of this type. Peter to make contact.	
Music Scholarship – Lynne	
 Presented a letter to be included in the GEM with the hope of getting some sponsorship (\$500=\$1,000) towards the Rising Stars scholarship 	
– letter approved with some amendments	
Russell Grove is sponsoring People's Choice in the name of Francis	
Pearlies are sponsoring the Pearl Beach Scholarship	
Two concerts on the one day worked well last year	
 Sponsorship still needed for the payment of the adjudicator and the 	
accompanist. Often difficult to obtain sponsorship for this as there is no	
award with the sponsors name on it. Lynne requested the Association donate \$500 to cover the adjudicator and the accompanist. Decision :	
Agreed by all to donate the \$500 for this purpose	
rigition by all to deliate the good for the pulpose	
Piano tuner (Grand Piano) covered by the ticket sales.	
Victoria: Small upright in Hall does not need to be tuned when it is moved.	
Donations	
 Cannot ask for donations towards alcohol. Donations towards food is 	
acceptable.	
 Donation jar for after the general meetings. Decision: Will not be continued. Cost of after general meeting refreshments to be absorbed 	
by the Association.	
Grants – Cathy Lancaster	
Email circulated.	
Grants for hall refurbishments unlikely	
Possible areas where applications could be successful	
 Functions / activities for the disabled or disadvantaged 	
 Senior's Week grant Lunch club for seniors as an Association event 	
Bequests	
Not yet ready to put anything in the GEM	



Business Item	Action
 Gary Reply to Tony Higgins letter. Victoria already agreed to handle this When is the General meeting trial of every other month going to conclude. Decision: Discuss at March Executive meeting. 	
 Would like a letter of thanks to Klara Kay, Editor of Your Guide Central Coast, thanking her for her support and free advertising. Decision: Agreed Karina 	Done: NT
 To approach the magazine "The Coast" to see if they would list Santa Photos at Pearl Beach in their list later in the year 	
Amanda	
 Requested the return of the November BBQ financial details, receipts, invoices etc from Cathy Lancaster as agreed in the signed confidentially letter. Cathy refused to return the information. 	
Meeting closed at 7:00 pm.	
Next Executive meeting: Thursday 21st March 2024 @5:15pm	